

SPECIAL EVENTS AND WEDDING VENUE CONTRACT

This Agreement is made effective as of _____, by and between Addy Gre' Oaks Barn Events & Planning and _____, the CLIENT. Venue/Owner is not responsible for any injuries or theft while on premises. This contract constitutes the agreement between the parties and becomes binding upon signatures of both parties.

1)CLIENT INFORMATION:

CLIENT Name: _____

Phone(s): M _____ W _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

2)EVENT INFORMATION:

Event Date: ____/____/____ Start Time: _____ End Time: _____

Approximate No. of Guests: _____ (_____ Maximum)

Wedding Director: _____

Caterer: _____

Photographer: _____

Videographer: _____

Musician(s): _____

Other: _____

3)DATE CHANGES / CANCELLATIONS:

(a.) In the event the CLIENT is forced to change the date of the event, every effort will be made by the Venue to transfer reservations to support the new date. The CLIENT agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and nontransferable are the sole responsibility of the CLIENT. The CLIENT further understands that last minute changes can impact the quality of the event and the VENUE is not responsible for these compromises in quality. (b.)If cancellation of the agreed upon EVENT date occurs by the CLIENT, all payments made to date are non-transferable and all outstanding payments will be due immediately, the amount being time sensitive. If EVENT is cancelled by CLIENT up to (90) Days prior to EVENT date, the Retainer/Deposit is 100% non-refundable, should VENUE be unable to re-book date. If EVENT is cancelled by CLIENT within (14) DAYS of EVENT date, then Full VENUE Rental Balance is Due as agreed upon by Venue and CLIENT. (c.) Two visits to venue are included in package pricing, anything more is \$30 per visit by appointment only.

4)VENUE RENTAL FEE(S): (a.) A \$500.00 Retainer is payable at time of contract signatures to secure date. \$250.00 of that deposit is refundable (within 14 days after EVENT), if Venue is cleaned, Client & guests are vacated by the agreed upon time leaving Venue as it was prior to EVENT. The CLIENT is responsible for the good conduct of all guests. Any damages made to the Venue or items in the Venue will be subject to additional charges, that must be paid within 7 days of notification. (b.)50% of VENUE Rental Fees/BALANCE are due (30) DAYS prior to the EVENT Date. The remaining VENUE Rental Fees/BALANCE are due no later than (14) DAYS prior to the EVENT Date. (c.) Payments may be via cash, check, or Venmo. 5)RULES: *No children allowed in pool area. *Only wedding party allowed in Groom's suite and Bridal suite during and after wedding. *There are designated smoking areas, no butts should be disposed of on the ground. *Children are not permitted to wander the grounds unsupervised by an adult. *Be kind and leave the property as you found it. The use of glue, nails, and wires to hang items is strictly prohibited. Also, no sparklers, open flames or candles of any kind are permitted unless, otherwise approved by the VENUE Owner.

5) MEDIA RELEASE: Upon agreement of this contract In the event Addy-Gre' Oaks Barn Events & Planning is tagged on any social media platform, Addy-Gre' Oaks Barn Events & Planning is allowed to use the media for marketing and/or advertisement on all company social platforms unless otherwise agreed upon between signees. Addy-Gre' Oaks Barn Event & Planning can also reject the use of tagging on social media platforms if pictures/videos are deemed unfit and do not match Addy-Gre' Oaks Barn Events & Planning Standards of behavior.

Add on items:

| | |
|---|-----------------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Retainer / Deposit: | \$ _____ |
| Sub Total: | \$ _____ |
| Total VENUE Rental Fees/BALANCE: | \$ _____ |

___/___/___ \$ _____: 50% of BALANCE Must be paid (30) DAYS prior to event.

___/___/___ \$ _____: Remaining BALANCE Must be paid (14) DAYS prior to event.

If warranted, Deposit Refund \$250: \$— _____

By signing below, CLIENT agrees to the charges and items in contract.

PRINT CLIENT FULL NAME:

CLIENT SIGNATURE: _____ DATE: _____

VENUE OWNER /COORDINATOR SIGNATURE: _____ DATE: _____